

Vacancy Notice

OCMBOCES



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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Account Clerk III (100%)*

Division: Administrative Services (STAC Processing)

Location: Main Campus, 110 Elwood Davis Road, Syracuse, NY

Duties: Assist school districts in identifying students who meet the eligibility criteria for High Cost Aid. Calculate program costs and corresponding related service expenses for students participating in both school year and summer programs. Accurately update and maintain student information within the STAC (System to Account for Children) system on behalf of school districts. Maintain regular communication with school district personnel regarding students eligible for processing within the STAC system. Perform other clerical and administrative duties as directed by the Director of Fiscal Services. *Advantageous:* Familiarity with school-age Special Education regulations and procedures.

Qualifications: *Promotional:* One (1) year of permanent competitive status as an Account Clerk II or Account Clerk Typist II.

Open-Competitive: Three (3) years of account keeping work experience or its part-time equivalent, the major job function of which is the maintenance of financial accounts, at least one (1) year of which must have included the personal operational maintenance of accounts and general subsidiary journal and ledgers; OR, successful completion of eighteen (18) credit hours in accounting or an Associates Degree in accounting from a regionally accredited or NYS registered college, university, or business school.

This is a competitive class civil service position. Candidates must be reachable on the existing eligibility list. If there is no mandated eligible list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reachable on the Account Clerk III eligibility list.

Salary: Grade 11; \$43,506 - \$47,991

Starting Date: As soon as possible

Closing Date: Two (2) weeks from date Notice posted

To apply, forward cover letter and resume to:
recruitment@ocmboces.org

Recruitment Office
 Onondaga-Cortland-Madison BOCES
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